

NORTH CAROLINA DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIVISION OF HEALTH SERVICE REGULATION  
NURSING HOME LICENSURE AND CERTIFICATION SECTION  
2711 MAIL SERVICE CENTER  
RALEIGH, NORTH CAROLINA 27699-2711  
TELEPHONE: (919) 855-4520

2023

**NURSING HOME APPLICATION - CHANGE OF OWNERSHIP**  
**(Including Adult Care Home Beds in Combination Facilities)**

**LEGAL IDENTITY OF APPLICANT:**

\_\_\_\_\_  
{Full legal name of corporation, partnership, individual, or other legal entity owning the enterprise or service.}

**DOING BUSINESS AS** (d/b/a) - names under which the facility or services are advertised or presented to the public:

PRIMARY: \_\_\_\_\_

Other: \_\_\_\_\_

If the above names are **NOT IDENTICAL** to the names on the current license, please check reason for the change:

\_\_\_ Change of Ownership/Licensee      \_\_\_ Facility Name Change      \_\_\_ Other (Specify):

\_\_\_\_\_  
**NC NH LICENSE NUMBER.:** \_\_\_\_\_ **CMS CERTIFICATION NUMBER. (CCN):** \_\_\_\_\_

**NPI NUMBER.:** \_\_\_\_\_

**FACILITY MAILING ADDRESS:**

Street/P O Box: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

**FACILITY SITE ADDRESS:**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ - \_\_\_\_\_

County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

"The N.C. Department of Health and Human Services does not discriminate on the basis of race, color, national origin, religion, age or disability in employment or the provision of services."

**PART A OWNERSHIP AND MANAGEMENT DISCLOSURE**

1. The following information is required by Nursing Home Licensure Rule 10A NCAC 13D .2101.

- a. What is the name of the **LEGAL ENTITY** with the ownership responsibility and liability? If it is a Corporation, please write the exact wording of the corporate office name as on file with the NC Secretary of State. If the legal entity is a Unit of government, please write the name of the unit which has ownership responsibility and liability for the services offered.

NAME: \_\_\_\_\_

- b. Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Senior Officer/Title: \_\_\_\_\_ Email: \_\_\_\_\_

- c. Indicate the Percent of Ownership of the Legal Identity: \_\_\_\_\_

- d. Is legal entity: (check one)

For Profit \_\_\_\_\_ Not For Profit \_\_\_\_\_

- e. Is the legal entity a: (check 1, 2, 3 or 4)

(1) **PROPRIETOR** \_\_\_\_\_

(2) **LIMITED LIABILITY CORPORATION** \_\_\_\_\_

(3) **PARTNERSHIP** \_\_\_\_\_

- (a) General \_\_\_\_\_ If General, where is it registered? County \_\_\_\_\_ State \_\_\_\_\_

Limited \_\_\_\_\_ If Limited, where is it registered? State \_\_\_\_\_

- (c) Is the limited partnership registered with the North Carolina Corporations Division in the NC Department of the Secretary of State?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

- (d) List the names and addresses of ALL persons who have a 5% financial interest or more and the names of all officers:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

**(4) CORPORATION** \_\_\_\_

(a) Where was the corporation originally established? State \_\_\_\_\_

(b) List the names and addresses of ALL persons who have a 5% financial interest or more and the names of all officers:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Percent of Ownership: \_\_\_\_\_

**(5) UNIT OF GOVERNMENT**

(a) What is the name and title of the official in charge of the above governmental unit?

Name: \_\_\_\_\_

Title: \_\_\_\_\_

(b) Check the word which best describes the above type of governmental unit:

CITY \_\_\_\_ COUNTY \_\_\_\_ STATE \_\_\_\_ AUTHORITY \_\_\_\_

2. Does the licensee (legal entity: individual, partnership, corporation or unit) own the building from which services are offered? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_If **NO**, who owns the building?

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**Note: If neither the building owner nor the lessee is shown as the license applicant, explain on a separate page.**3. Is this facility part of a multiple facility system within North Carolina? (A multiple facility system is defined as two or more nursing homes or health care facilities under the same ownership.) **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If "YES", give the name and address of the multiple facility system and name of senior officer for said organization.

Parent Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Senior Officer/Title: \_\_\_\_\_ Email: \_\_\_\_\_

4. Does the facility operate under a management contract? **YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If "YES", give the name and address of the organization that manages the facility and name of senior officer for said organization.

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Senior Officer/Title: \_\_\_\_\_ Email: \_\_\_\_\_

### **PART B OPERATIONS**

#### **PROVIDE NAMES FOR THE FOLLOWING:**

1. **FACILITY PERSONNEL**

- a. Full-time administrator as required in 10A NCAC 13D .2201(c).

Name of Administrator \_\_\_\_\_  
(Full First, Middle Initial, Last Name):

Email: \_\_\_\_\_

Date Hired: \_\_\_\_\_ NC License No.: \_\_\_\_\_

- b. Name of Director of Nursing \_\_\_\_\_  
(Full First, Middle Initial, Last Name)

Email: \_\_\_\_\_

Date Hired: \_\_\_\_\_ NC License No.: \_\_\_\_\_

- c. Name of Medical Director \_\_\_\_\_  
(Full First, Middle Initial, Last Name)

Email: \_\_\_\_\_

Date Hired: \_\_\_\_\_ NC License No.: \_\_\_\_\_

### **PART C PATIENT SERVICES**

1. **Continuing Care Retirement Communities (CCRC)**

- a. Is the facility licensed by the Department of Insurance as a "Continuing Care Retirement Community"?

**YES** \_\_\_\_\_ **NO** \_\_\_\_\_

If yes, submit Department of Insurance approval of the change of ownership.

2. Is the facility a Combination Facility, thereby incorporating ACH beds? \_\_\_\_\_

If **YES**, indicate which rules the facility chooses to apply to the operation of the ACH beds (NH rules, ACH rules or both NH & ACH).

\_\_\_\_\_ NH Licensure Rules \_\_\_\_\_ ACH Licensure Rules \_\_\_\_\_ NH & ACH Licensure Rules

## 3. NUMBER OF BEDS BY TYPE (\*Must complete required data supplement form)

- a. **Nursing Beds (NF)** (TOTAL) a. \_\_\_\_\_
1. General Nursing Facility Beds 1. \_\_\_\_\_
  2. \*Alzheimer's Special Care Unit Resident Beds 2. \_\_\_\_\_\*
  3. Ventilator Dependent Resident Beds 3. \_\_\_\_\_
  4. Traumatic Brain Injury Beds 4. \_\_\_\_\_
- Are you equipped to accommodate bariatric residents? Y \_\_\_ N \_\_\_
- b. **Adult Care Home (ACH)** (TOTAL) b. \_\_\_\_\_
1. General Adult Care Home Beds 1. \_\_\_\_\_
  2. \*Alzheimer's Special Care Unit Resident Beds 2. \_\_\_\_\_\*
- Are you equipped to accommodate bariatric residents? Y \_\_\_ N \_\_\_
- c. **TOTAL LICENSED BEDS** (TOTAL a & b) c. \_\_\_\_\_

**PART D CURRENT OPERATING STATISTICS****Current Per Diem Reimbursement Rates/Charges.**

Please state the CURRENT (today's date or date the application is signed) basic daily charges/rates for patients or residents in your facility in the following categories of care.

\* If you have questions on how to complete this portion, please contact Certificate of Need at 919-855-3873.

Private Pay (Usual Customary Charge)	Private Room (1 bed/room)	Semi-Private (2 beds/room)	Ward
Nursing Care	\$ _____	\$ _____	\$ _____
Adult Care Home	\$ _____	\$ _____	\$ _____
Special Care Unit (specify)	\$ _____	\$ _____	\$ _____
Special Care Unit (specify)	\$ _____	\$ _____	\$ _____

	Quarterly Rates			
	Oct.-Dec.	Jan.-Mar.	Apr.-June	July-Sept.
Medicaid Nursing Care	\$ _____	\$ _____	\$ _____	\$ _____

Medicaid Nursing Care	Current Rate
Special Care Unit (specify) _____	\$ _____
Special Care Unit (specify)	\$ _____

State/County Special Assistance	Rate
Adult Care Home	\$ _____
Special Care Unit (specify)	\$ _____
Special Care Unit (specify)	\$ _____

Please complete only if applicable:

Alzheimer's/Dementia Special Care Unit	Rate
Additional cost or fee to resident	\$ _____

**PART E LICENSE FEE**

A non-refundable license fee is required and must accompany this application prior to the issuance of a nursing home license. The payment should be in the form of check, certified check or money order and must be made payable to: **“The Division of Health Service Regulation.”** A separate check is required for each licensed entity.

Pursuant to §131E-102(b), effective August 14, 2009, annual license fees will be \$420.00 (base fee) plus \$17.50 per bed. CCRC facility type annual license fees will be \$450.00 (base fee) plus \$12.50 per bed. Fees for change of ownership licensure effective during the months of October – December will be credited to the license renewal fee.

**This application must be completed and submitted to the Nursing Home Licensure and Certification Section, Division of Health Service Regulation, with the license fee, prior to the issuance of a nursing home license. The legislation (SB 622, Session Law 2005-276) prohibits a license from being issued if the fee has not been paid.**

The undersigned submits this application for licensure for the year 2023 {subject to the provisions of the Nursing Home Licensure Act, Article 6, Chapter 131E of the General Statutes of North Carolina and to the rules adopted thereunder by the North Carolina Medical Care Commission} and certifies the accuracy of this information.

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Authorized Agent Name & Title (print)

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Authorized Agent (signature)

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Date